

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

09-594

**OPEN PERIOD:**

11/24/2009 – 12/8/2009

**JOB TITLE:**

Secretary

**PAY GRADE AND SERIES:**

GS-0318-06

**PAY RANGE:**

\$36,611 - \$47,592

**POSITION LOCATION:**

Roseville, CA.

**APPOINTMENT TYPE: INDEFINITE - DUAL STATUS****PDCN #: 70041000****Security Clearance Required:  
National Agency Check****AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL  
GUARD MEMBERS/TECHNICIAN**

Military grade of E-4 through E-5.

**Compatible Military Grade Assignment: MOS 42A****Key Requirements:****THIS IS AN INDEFINITE POSITION**

This position is located in the Command Section of Headquarters, State Area Command (STARC). The purpose of the position is to provide technical and administrative assistance for programs within the Command Administrative Officer's (CAO) area of responsibility.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

**Position Requires Travel:** Some, 1 to 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience performing any combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format, etc.) stenographic (taking and transcribing shorthand).

**Secretary GS-0318-06:** Must have 9 months of specialized experience in the performance of clerical or administrative duties which demonstrates that the candidate has a basic knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name or functional area; experience in the operation of a manual, electric, or automatic typewriter to include: correct spacing and arrangement, punctuation, capitalization, and grammar of typed material; experience in taking and transcribing personal, telephone, or conference dictation; experience in planning and coordinating meetings, such as scheduling, reserving meeting rooms, notifying participants, arranging travel for staff, to include making hotel reservations, keeping in touch with staff enroute, preparing travel vouchers, etc.; clerical or administrative experience in establishing filing systems, filing material, searching for and obtaining requested information from files and the disposal of materials.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of the organization and function, sufficient to refer visitors, telephone calls, and mail.
2. Skill in operating a typewriter and knowledge of grammar, spelling, punctuation, and required formats.
3. Skill in taking and transcribing dictation.
4. Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants; making travel arrangements, typing travel vouchers and reports.
5. Ability to establish a filing system, to classify, retrieve, and dispose of material.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirements for the GS-6 positions.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items ( i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**